

REPORTS INVENTORY					CONTROLS				
PREPARE IN DUPLICATE					DDS/OTR/SUS-18				
1. TITLE OF REPORT (If a fill-in report include Form No.) End-of-Course Reports					2. TYPE OF REPORT	STATISTICAL <input checked="" type="checkbox"/> NARRATIVE MACHINE-NAME LISTING			
3. FUNCTIONAL AREA		PERSONNEL	X	TRAINING	ADMIN. GENERAL				
		LOGISTICS		SECURITY	OTHER (specify)				
		MEDICAL		FINANCE					
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.) Irregular			6. DISTRIBUTION (No. of components not number of copies) 2 (EA/TR, ISS)				
7. FORMAT (memorandum, form computer print-out, etc) Memo		8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT OTR Notice 7-68, 12 Mar 68				
		YES	IF YES GIVE ADP PROCESSING NO.						
X NO									
10. PREPARING COMPONENT (include lowest level contributing information to report) MTF (and MEDC) AT (and AT/CTF)			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) None						
12. COST FACTORS									
A. MANUAL PREPARATION AND REVIEW COSTS									
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
15	\$12.80		1		\$ 12.80		6		\$ 76.80
15(2)	12.80		10		128.00		13		1664.00
14(2)	11.00		2		22.00		12		264.00
14(3)	11.00		21		231.00		5		1155.00
13	9.10		5		45.50		9		409.50
12(2)	8.00		3		24.00		11		264.00
11	6.50		1		6.50		12		78.00
7	4.50		4		18.00		4		72.00
6	4.00		1		4.00		23		92.00
(Continued) RMXNCOSTSMXOFEXCOMPUNERMXPDUCECOMREPORTS									
5	3.60		1		3.60		12		43.20
4(2)	3.20		2		6.40		24		153.60
TOTAL COSTS PER YEAR							\$4,272.10		

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.  
 Primary means of informing C/SUS and DTR on current status of course content and administration, student reactions, proposed changes. Provides input (via ISS) into Agency record system of student attendance and course completion. Also provides historical documentation and ready reference for answering customer questions and special studies.

14. FUTURE GOALS				
GOAL PROPOSED BY COMPONENT FOR THIS REPORT				
X	RETAIN AS IS	<input type="checkbox"/>	OTHER (explain)	ESTIMATED SAVINGS
	CHANGE			MAN-HOURS
	DISCONTINUE			DOLLARS
0				0 STAT
15. DATE OF INVENTORY		16. NAME AND TITLE OF PERSON FURNISHING INFORMATION		
28 Sept 70		Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140089-5		
		DC/SUS-AT DC/SUS-MT/TR		
		WTG		
STAT		18. EXTENSION		